

**SECRET**

OC-M-12-132

1 MAR 1972

MEMORANDUM FOR: Chief, Communications Security Staff, OC  
Chief, Special Programs Division, OC  
Chief, Staff Communications Division, OC  
Chief, [REDACTED], OC

25X1A

SUBJECT : Automatic Data Processing (ADP) Equipment Inventory

1. The Office of Management and Budget has levied on all government agencies a requirement to maintain an accurate and current inventory of ADP equipment. The value of the Office of Communications' portion of this inventory is expected to be approximately \$9.6 million by 30 June 1972 and by 30 June 1973 is expected to increase to nearly \$12 million, representing 37 complete ADP systems.

2. Attached are (1) two copies of the ADP MIS (Management Information System) inventory sheets which cover your ADP equipment, and (2) a condensed explanation of the information on the inventory format sheets. It is requested that you review attachment 1 for accuracy and completeness. Please forward your changes or concurrence to OC-P. Attachment 2 is forwarded to assist you in your review. If you have questions which develop from your review, contact [REDACTED] (extensions: Black 6606, Red 9028 and Green 3189) of OC-P for clarification and assistance.

25X1A

3. The ADP MIS data base must be updated each month. The Office submission is due in O/PPB by the fifteenth of each month. It is therefore requested that information to correct any immediately obvious errors be provided to OC-P as soon as practical. Information on any further corrections should be provided not later than 10 April. Once the current review is completed, it is requested that OC-P be provided with an information copy of any document which (a) establishes a firm order for a specific ADP equipment (requisition, purchase order or other); (b) results in the deletion of any item from the inventory (PTI, transfer outside OC, or other disposal); or (c) results in any other reportable change, such as addition of memory capacity, etc. A notation on the document of additional reportable information such as serial numbers, system title, memory size, etc., would be appreciated.

4. An inventory printout such as the attached is provided, usually at the end of the month, when any change has occurred. Let OC-P know if you would like to receive a copy of future printouts.

25X1A

Director of Communications

**SECRET**

SUBJECT: Automatic Data Processing (ADP) Equipment Inventory

Distribution:

- 2 - OC-CS w/atts
- 2 - OC-SPD w/atts
- 2 - OC-SCD w/atts
- 2 - OC-DO w/atts

**SECRET**

FORMAT INFORMATION

- "A" "B" "C" - ADP/MIS reporting format identifications. "A" and "B" self explanatory. Detail of "C" columnar headings follow:
- "SYM" - System number (serially assigned by OC-P).
- "TIE" - Line item identification (serially assigned by OC-P).
- "CL" - Component class code (see appended list).
- "MFR" - Manufacturer code (when adding a new item spell out the name. OC-P will code per ADI/MIS manual).
- Type-MOD - Manufacturer's designations.
- Serial - Limited to first six digits. Additional numbers usually contained in "Remarks" by "TIE/serial add".
- INSTL - Time of "installation" interpreted to mean year and month  
YR MO of final acceptance for operational use.
- REL - Time of release or planned release (in many cases arbi-  
YR MO trarily 8-years from installation).
- PURCHASE - Date item was, is or is planned to be ordered.  
YR MO
- PRICE -
- MAINT - Monthly cost of commercial maintenance.  
\$/MO Not used when contract states combined sum for rent and maintenance.
- RENT - Monthly rental. May include maintenance.  
\$/MO
- A/D - Coded source of acquisition and/or disposition. OC-P will code.

**SECRET**

**SECRET**

SECRET

ADPE COMPONENT CLASS CODES

<u>Central Processors, Storage and Related Controls</u>	<u>Class Code</u>
Central Processor	01
Magnetic Tape Unit	02
Magnetic Core Unit	03
Magnetic Drum Unit	04
Magnetic Disk Unit	05
Other Storage Units (Magnetic Strip, Card, Chip, etc.)	06
Multipurpose Control	07
 <u>EDPE System Input/Output and Related Controls</u>	
Card Reader and/or Punch	20
Paper Tape Reader and/or Punch	21
Optical Character Recognition Unit	22
Magnetic Data Recording Unit (e.g., Mohawk 1105)	23
Magnetic Ink Character Recognition Unit	24
Data Converter (Analog to Digital, Digital to Analog)	25
Media Converter (Card to Tape, Tape to Card, etc.)	26
Plotter	27
Printer	28
Image Handling Unit	29
Display Unit	30
Operator Console and Inquiry Station	31
Control for Multiple I/O Channels; Multiplexor and Channel Selector	32
Other System Input/Output and Related Controls	33
 <u>Communication Terminals and Related Units</u>	
Card Terminal	50
Magnetic Tape Terminal	51
Paper Tape Terminal	52
Printer Terminal	53
Input Console	54
Multiplexor, Control, Distributor, Buffer, Adapter	55
Other Terminals and Related Units	56

SECRET

SECRET

EDPE Not Categorized Above

Class  
Code

60

PCAM, Other Digital Data Preparation/Recording  
Equipment, and EDPE Components Not Peripheral  
to an EDPE System

Card Punch	70
Card Verifier	71
Tape Punch/Verifier	72
Sorter	73
Collator	74
Reproducer and Gang Punch	75
Interpreter	76
Accounting Machine	77
Media Converter (Card to Tape, Tape to Card, etc.)	78
Other PCAM and Data Preparation/Recording Equipment, and EDPE Components Not Peripheral to an EDPE System	79

SECRET